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U.S. House of Representatives
COMMITTEE ON POST OFFICE AND CIVIL SERVICE
SUBCOMMITTEE ON HUMAN RESOURCES
511 HOUSE OFFICE BUILDING ANNEX 1
Washington, D.C. 20515

TELEPHONE (202) 225-2821

July 9, 1984

Claire E. George
Director
Office of Legislative Liaison
Central Intelligence Agency
Washington, D.C. 20505

Dear Claire:

The Subcommittee on Human Resources, which I chair, has jurisdiction over numerous issues affecting the Federal workforce, including staffing levels and employee utilization at Federal agencies. Currently, the Subcommittee is conducting oversight work, to determine whether agencies are properly staffed, to ensure that program missions are carried out in the most efficient and cost-effective manner possible. Additionally, the Subcommittee is interested in agency efforts to minimize the effects of reductions-in-force on Federal employees, when changes in staffing levels are necessary.

I would appreciate your providing the authorized and actual staffing levels for your department/agency, for fiscal years '81-'85. When applicable, levels may be given in terms of full-time equivalents (FTEs). If these figures can be broken down into major divisions within your department, it would be helpful to receive that information, relating to the workforce at your department/agency:

1) An explanation of any reductions-in-force which have occurred at your department/agency, from fiscal years '81 - present. Your response should include any significant lowering of FTE levels, even if it was not necessary to separate any employees, and how this was accomplished.

2) Any reductions-in-force which are planned for the next year, and the reasons this will be necessary.

3) Total salary costs for personnel at your department/agency, for fiscal years '81 - present. If possible, please provide these figures for each major division within your agency.

4) If your department/agency, or any division within your agency, is currently over its authorized personnel ceiling, please provide an explanation.

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Additionally, I am interested in efforts made by your department/agency to avoid separating Federal employees from the Civil Service, when reductions-in-force or reduced staffing levels become necessary. For example, some agencies have utilized outside placement firms to assist employees during a large workforce change.

Finally, I would appreciate your insight into what factors over the past several years, have contributed to the need for Federal agencies to reduce their staffing levels, and how these reductions may have affected the ability of your agency to successfully carry out its programs.

Thank you very much for your assistance in this matter. The Subcommittee looks forward to your response.

Best Wishes,

Don Albosta
Chairman

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